In an effort to reduce incoming mail volumes, improve efficiency, and eliminate unnecessary researching, please review the attached mail to determine:

- If the contents are personal rather than official in nature and should be sent to the addressee's home;
- If the address is complete and correct and contains a mail stop; and/or
- If the address can be deleted from a mailing list.

Below is a card to have your name or address changed if incorrect or to be removed from mailing list. Please follow the instructions on the left hand side of the card, **cut along dashed line**, address the card to the sender, and then drop the card in your outgoing mail.

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(Cut along this line)	(Cut along this line)

ľ	Notification of Change of Address/Deletion from Mailing List	Type of Action	☐ Change of Address ☐ Name Change☐ Remove my name from your mailing list for (Title)
	INSTRUCTIONS	0 ـ ـ ـ ـ ـ ـ	PRINT OR TYPE: (Name and Title)
1.	Check appropriate action block at top.	A D	ORGANIZATION
2.	For address and name change actions, complete old and new address sections.	D R E S S	BUILDING CITY, STATE, ZIP
3.	When incorrect mailing labels are received, affix old label over old	S N E W	NAME AND TITLE
	address section and provide new address.	W ADDRESS	ORGANIZATION
4.	For mailing list deletions, attach old mailing label or complete old address section only.		BUILDING ADDRESS (Including Mail Stop)
			CITY, STATE, ZIP

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	INSTRUCTIONS	0 L	PRINT	OR TYPE: (Name and Title)
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